NetLEAD School Leadership Grant Program
Wednesday, March 7, 2012
Saluda Shoals - 5605 Bush River Road
Columbia, SC 29212
9:30 AM to 12:00 PM

Meeting Minutes

Present:  Winthrop University- Jennie Rakestraw, Mark Mitchell, Mary Chandler, Kathi Gibson, Catherine Hammond, Dale Goff, Tara Comer The Evaluation Group- Felix Blumhardt Research Associates- Michelle Troyer Fairfield- Andrea Hicks Marlboro- Dannie Blair Dillon 3- Martha Heyward Marion 1, 2, and 7- Cheryl Warren Cherokee- Joe Walker PBIS- Bob Stevens Chester- Tammy Taylor CERRA, Dillon 4, Union, SCASA – not present

I. Welcome by Jennie Rakestraw
   ● Received positive information on funding.
   ● US Department of Education is not looking at major cuts to funding at this point.
   ● If requested, please assist us in letting our legislators know that this grant’s projects are important.

II. Approval of the minutes of the January 31, 2012 meeting
   MOTION made by Mary Martin to approve minutes from January 31, 2012.

III. Amendment and approval of the agenda
   MOTION made by Andrea Hicks to approve the agenda from March 7, 2012.

IV. Old Business
   a. SREB Training- Tara
      ● There are two upcoming online leadership training courses beginning on March 20th that are offered through SREB (on literacy initiatives or building instructional leadership teams).
      ● Please contact Tara Comer if you have an administrator that is interested in one of these courses. Registration ends on March 19th.
      ● Please make sure that those that sign up are committed. If they do not finish, the participant will be responsible for payment.

   b. NetLEAD Professional Development Series 2 -Mary
      i. Professional Development Requests
         ● At the last GMT meeting, a survey was conducted to let us know what the most important topics are for professional development in your district.
         ● Common core was in the top three for all of those that were submitted. Common core will be addressed at the Curriculum Design Retreat this summer.
i. **Letters to District Liaisons**
- Letters were distributed to district liaisons about the professional development requests.
- Professional development will be individualized for each district (some may be combined if possible).
- The PD will be held in June, end of July, August, and September for the districts. Mary Chandler will be in contact with each district to set up the details of the PD.

ii. **School Administrator Mentors - Mark**

   i. **Identification & Training**
   - Professional development will be provided to those identified as administrator mentors. Through this program, we would like to setup a communication network for these mentors to work together.
   - For those that you believe would make an excellent mentor, please submit names and contact information to Tara Comer by April 1st.

iii. **Curriculum Design Planning Retreat - Mark**

   i. **Confirm location and dates**
   - Our partner grant, NetSCOPE, shares the same upstate districts has its annual meeting June 12-13, 2012. Would like to have joint conference with NetSCOPE on June 10th.
   - On June 11th-12th, a planning workshop and implementation of a plan for CC team.
   - Marion, Dillon, Fairfield, Cherokee, and Chester dates are okay (to check with districts to verify dates). Marlboro to check if scheduling conflict can be worked out.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Who is invited?</th>
<th>What is paid for</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 10th</td>
<td>Dinner Meeting</td>
<td>Superintendents, Assistant Superintendents, Grant Management Team Members,</td>
<td>Pay for mileage and lodging for Sunday night.</td>
</tr>
<tr>
<td>5:00pm-9:00pm</td>
<td>Dinner meeting with keynote speaker about implementation of the common core and other current issues.</td>
<td>Principals and Assistant Principals that have participated in NetLEAD activities</td>
<td></td>
</tr>
<tr>
<td>June 11th</td>
<td>Planning Workshop</td>
<td>“Common Core Team”: Comprised of administrators and teacher leaders from each of the NetLEAD districts.</td>
<td>Pay for mileage and lodging for Monday night.</td>
</tr>
<tr>
<td>9:00am-4:00pm</td>
<td>Planning workshop conducted by the keynote speaker and common core experts for “teams” of administrators and teacher leaders from each of the NetLEAD districts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 12th</td>
<td>Implement and Finalize a Plan</td>
<td>“Common Core Team“: Comprised of administrators and teacher leaders from each of the NetLEAD districts.</td>
<td>Pay for mileage home.</td>
</tr>
<tr>
<td>9:00am-4:00pm</td>
<td>Teams will work with the Corps of Mentors and other professionals to help develop and finalize a plan for implementation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NetLEAD is funded by the United States Department of Education School Leadership Program Grant # U363A100071-10
ii. Speakers-Mary

- Discussion of possible speakers for the Curriculum Design Retreat. Mary Chandler contacted the State Department for recommendations. These speakers were already booked. Then went to various quality organizations, The College Board, SEDL, The Leadership Learning Center, and Educational Resources Group for more recommendations.
- Handout listed all of the potential speaker/common core experts.
- Mary Chandler will make contact with Dillon 4 and Union to let them know of plan.
- **MOTION** made by Joe Walker that the Curriculum Design Retreat will be held on June 10-12, 2012 at Winthrop University with keynote speaker, Kevin Baird, and common core experts, Debbie Donovan (math) and Sylvia Ford (ELA), pending securing the speakers and all district approval of the dates.
- Please contact Tara Comer with number of participants (those that will attend on Sunday night and those that are a part of the Common Core Team) that you expect to attend as soon as possible.

e. PBIS- Robert Stevens

- Today, Sharon Buddin and Kathy Lewis are visiting a school.
- Please let us know if there is a school in your district that would like Bob or Kathy to work with them on PBIS. This can be online or in-person. Can coordinate visits through the Corps of Mentors.
- The national conference is next week. The state department is moving forward with PBIS.
- The engagement piece of PBIS is very important. It is not just behavior. With PBIS, test scores can improve and it helps to see results quickly.
- Please use this valuable resource. Let us know of any interested schools.
- Please remember the School Climate Center that is available online at [http://www2.winthrop.edu/SCHOOLCLIMATECENTER/](http://www2.winthrop.edu/SCHOOLCLIMATECENTER/). This website has information on RTI, Olweus Bullying Prevention, PBIS, Suicide Prevention, and Prevention of Child Sexual Abuse (Darkness to Light).

f. E-mentoring Program- Mark

- We will be sending an email to all administrators in the partner districts to let them know about the E-mentor Program and how it works very soon.

V. New Business

a. NetLEAD 2 M. Ed. Cohort Dates

- Nominations should be submitted for the NetLEAD 2 Cohort by March 16, 2012. Please send Tara Comer contact information on those that you wish to nominate.
- Information on the Open House scheduled for April 19, 2012, 5-7PM, at Latta High School will be sent to all nominees. Applications to the program will be due May 11, 2012. The screening
VI. NetLEAD Corps of Mentors Report
   a. Report from Mary Chandler, Director Corps of Mentors
      i. How can the Corps of Mentors do a better job?
         Challenges presented:
         - Chandler: How to assist principals to help move their staff forward.
         - Hammond:
           ▪ Time - Make sure that time with principal is purposeful.
           ▪ Communication
           ▪ Planning in the school - Making a plan of what to work on with mentee principal for each visit.
         - Goff: Encourage groups of leaders to work together. PLCs so important.
         - Gibson:
           ▪ In a good place with principals.
           ▪ This is a tough time of year for principals. A mentor can be valuable at this time.
           ▪ This summer, will spend time planning for next year.
         - Martin: More focused - challenged with what is the best way to do this.
         - CHANGE PROCESS is the common theme.
      ii. District Involvement Updates
         Handout with schools that are served by the NetLEAD mentors.

VII. Other
   a. Evaluation - Felix Blumhardt
      - Corps of Mentors survey is out and so far half of them have been returned.
      - Have implemented a new instrument that is less costly and easier to use.
      - Will have more information at the next GMT meeting.
   b. The next GMT Meeting is scheduled on March 27th – SCASA Office

VIII. Adjourn